

CAPPS HR/Payroll Governance Approved Enhancements

Date of Report: July 18, 2022

Service/Support Request (SR) Information.
Enhancements Approved by Governance – ACTIVE.

Gov. Priority	SR #	Gov. Priority #	Requesting Agency	Product	Impacts All Agys	Module	Priority	Level of Effort	Short Description	Long Description	Synopsis of Request (Requirements)	Proposed Solution (How it would work/ Customization Overview)	Status; *=Updates	UAT & PRD Target Dates
1	1451	34	CPA	HR/Payroll	Yes	HR Human Resources	Medium	High	CAPPS Highest Education Level Functions.	Agency wants the ability for Employees to maintain and manage their highest level of education achieved, including agency review, oversight and approval.	There are several different places in CAPPS where a person's highest level of education is maintained. The request is for one location where employees could maintain this information on an Employee Self-Service basis. Agency review, oversight and approval would be required before the Educational Achievements entries would be considered "official."	New ESS page for Highest Education Level Achieved. Employee would enter new educational achievements with a status of Self-Reported. Employee notifies HR personnel and submits supporting documentation according to Agency Policy. HR Superuser would review the page and update the status to Reviewed/Approved or Denied.	In Work	Agency UAT 9/27-10/3 PRD 10/13
2	33576	30.14	DPS	Talent Management	Yes	Reports, Recruiting	Low	Medium	Update Requisition Details Report.	Agency wants an enhancement to the <i>OBI report TX – Requisition Details</i> by adding a date range prompt for posting date.	For the TX – Requisition Details report, add a date range prompt for the posting date(s).	The CAPPS Recruit deployment team will modify existing CAPPS Recruit Oracle Business Intelligence (OBI) reports.	Assigned	TBD
3	38668	27.86	1451	HR/Payroll	Yes	Reports	Medium	Medium	ESS Education Level Query.	Agency wants a query to support the new CAPPS Self Service Self Reporting Highest Level of Education received component.	Create a new query to extract and report information keyed in the new Highest Education Level page in CAPPS Employee Self Service.	Develop a new query that reports on pertinent information keyed by employees in the new CAPPS Employee Self Service Highest Education Level component.	Assigned	Agency UAT 9/27-10/3 PRD 10/13
4	1111	23.17	OCA/SPA	Reporting Team	Yes	Reports	Medium	Large	State Matching Contributions Reports by Year.	Agency wants the current State Matching Contribution Report to include the Appropriations Year (AY) column. The TX_PYRL_DTL should include earn and pay dates, as well as the AY and FY for each. Additionally, the agency wants a new report for YTD contribution totals with the option to run by either FY or AY. The current report only has the option to run by payroll document number.	The agency wants to add the EARNS_END_DT field to the <i>State Matching Contribution Report</i> to show when an amount was appropriated versus when it was paid. Additionally, the agency is requesting a new report in the same format as the State Matching Contribution Report with a Run Control option of FY or AY. Adding the Run Control option for FY or AY cannot be simply added to the current report.	Add the AY to the current State Matching Contribution Report. Create a new report that provides year-to-date totals with the option to run by either FY or AY. Add the earn date and pay date to the TX_PYRL_DTL query along with the corresponding AY and FY columns.	System Test	TBD

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5	36483	25.14	TPWD (802)	Talent Management	Yes	Recruiting	Medium	Low	Make active recruiting messages gender inclusive.	In response to diversity and inclusion initiatives, the agency wants an enhancement to update all active recruiting messages by incorporating language that is more inclusive of both sexes and all gender identities. The agency requests that courtesy titles like Mr., Ms., Mrs., Sir or Madam be omitted and substituted with either the applicant's given name or a generic salutation such as <i>Dear Applicant</i> or <i>Dear Candidate</i> .	Update active CAPPs Recruit correspondence messages to make them gender neutral.	The CAPPs Recruit team will modify the active correspondence messages to make them gender neutral. The preferred salutation is: Dear First Name Last Name.	*Completed	PRD 7/7
6	32667	21.71	DPS	Talent Management	Yes	Reports, Recruiting	Low	Medium	Create new OBI report for active postings.	<p>Create a new OBI report to capture data for active postings, and include the following data elements/columns:</p> <ol style="list-style-type: none"> 1) Requisition Title 2) Business Unit Code 3) Business Unit Name 4) Department Code 5) Department Name 6) Posting Begin Date 7) Posting End Date 8) State Job Code 9) Additional State Job Codes 10) Job Code(s) 11) Salary Admin Plan 12) Grade 13) Additional Grades 14) Minimum Salary 15) Maximum Salary 16) Budget Code <ul style="list-style-type: none"> • Include the prompts for posting (begin) date and the department to filter the results. • Make the report so it can be loaded into external tools like XLS and Access for further processing by the Agency (i.e., no data suppression to show data grouping). • Only show Active Postings – where the Posting End Date is either null or in the future. 	<p>The agency requests an active posting report that includes the following pieces of information for columns:</p> <ol style="list-style-type: none"> 1) Requisition Title 2) Business Unit Code 3) Business Unit Name 4) Department Code 5) Department Name 6) Posting Begin Date 7) Posting End Date 8) State Job Code 9) Additional State Job Codes 10) Job Code(s) 11) Salary Admin Plan 12) Grade 13) Additional Grades 14) Minimum Salary 15) Maximum Salary 16) Budget Code <ul style="list-style-type: none"> • Prompts include standard prompt elements and posting (begin) date and the department to filter the results. • The report should include active postings only. • Make the report in a format that allows the data to be loaded into other tools. 	The CAPPs Recruit deployment team will build a new CAPPs Recruit Oracle Business Intelligence (OBI) report to report on active postings.	Assigned	TBD
7	33575	20.43	DPS	Talent Management	Yes	Reports, Recruiting	Low	Medium	Update Requisition CSW Summary Report.	<p>Requesting an enhancement to the OBI TX – <i>Requisition Candidate Selection Workflow (CSW) Summary</i> report by adding a column for the:</p> <ul style="list-style-type: none"> • Posting date(s) • Unposting date(s) 	For the TX – Requisition CSW Summary report, add columns for posting and unposting date(s).	The CAPPs Recruit deployment team will modify existing CAPPs Recruit Oracle Business Intelligence (OBI) reports.	Assigned	TBD

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8	27091	19	RRC	HR/Payroll	Yes	PY Payroll	Low	Low	Exempt from Withholding.	Need to add warning language to the W4 Tax Information entry page in CAPPS that clarifies the tax withholding.	Employees often misconstrue the current message "Check this box if you meet both conditions to claim exemption from tax withholding" on the W4 Tax Information page. Therefore, a clarifying warning message needs to be added.	Add a warning to the ESS W4 Tax Information page (in red) to state "CHECKING THIS BOX WILL CAUSE NO TAX TO BE WITHHELD FROM YOUR PAYCHECK."	Build/Unit Test	Agency UAT 8/29-9/9 PRD 9/15/22
9	31789	18	TCEQ (582)	Talent Management	Yes	Recruiting	Medium	Medium	Adding Position Number	<p>Add the position number or update the view that the Recruit reports reference so that the position number is included on the reports listed below (including on requisitions prior to an offer being made):</p> <ul style="list-style-type: none"> • Requisition CSW Summary • Requisition Details • Requisitions Filled Details • Recruiting EEO Detail Report • Recruiting EEO Summary • Candidate History Detail • Candidate CSW Progress Details • Applicant Screen - Interview Summary • Candidates Hired • Comprehensive Requisitions Metrics • Records Retention – Job Requisition Aging • Records Retention – Job Submission Aging • Recruiting - Filled Positions Trends • Recruiting – Staffing Workload Report • Recruiting – Summary of Candidate Failures • Recruiting – Summary of Openings and Submissions Hired • Recruiting – Candidate Source Detail • Recruiting Veteran Detail Report • Time to Hire – Candidate CSW Step Duration • Time to Hire – Requisition Management Metrics Report 	<p>Add the position number or update the view that the Recruit reports reference so that the position number is included on the reports listed below (including on requisitions prior to an offer being made):</p> <ul style="list-style-type: none"> • Requisition CSW Summary • Requisition Details • Requisitions Filled Details • Recruiting EEO Detail Report • Recruiting EEO Summary • Candidate History Detail • Candidate CSW Progress Details • Applicant Screen - Interview Summary • Candidates Hired • Comprehensive Requisitions Metrics • Records Retention – Job Requisition Aging • Records Retention – Job Submission Aging • Recruiting – Filled Positions Trends • Recruiting – Staffing Workload Report • Recruiting – Summary of Candidate Failures • Recruiting – Summary of Openings and Submissions Hired • Recruiting – Candidate Source Detail • Recruiting Veteran Detail Report • Time to Hire – Candidate CSW Step Duration • Time to Hire – Requisition Management Metrics Report 	The CAPPS Recruit team will modify the reports listed to add position number.	Assigned	TBD

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10	28335	16.5	TDI/OIEC (454/448)	Talent Management	Yes	Reports, Recruiting	Low	Medium	Update the TX Comprehensive Req Metrics Report.	<p>The agency wants an update to an existing report by adding more Requisition metrics to the report.</p> <p>In the TX Comprehensive Requisitions Metrics report, add a new Acceptance – Hire (# days) column or field that calculates and/or monitor the number of days between when a candidate accepts an offer and their actual hire date or start date.</p>	<p>The agency requests an update to the TX Comprehensive Requisitions Metrics report to add a new column or field for Acceptance – Hire (# days). This field calculates and/or monitors the number of days between when a candidate accepts an offer until their actual hire date or start date.</p>	Update the OBI report to meet the requirements.	Assigned	TBD
11	28606	16.14	TCEQ (582)	Talent Management	Yes	Reports, Recruiting	Low	Medium	New report to list Submissions Completed Metrics.	<p>Create a new report to list Submissions Completed Metrics that shows the Total Submissions Completed (Applicants) by CSW Status and by Req ID. The Agency wants to see a total Submissions Completed by the CSW Statuses and then the Job Codes for a date range — this is for Sr. Mgmt.</p> <p>Recommend making this a new report called Submissions Completed Metrics that provides the various "slices" within it for the columns mentioned below and adds date range filter:</p> <ul style="list-style-type: none"> • Parameters: <ul style="list-style-type: none"> – Start Date – End Date – State Job Code – Job Code • Display Columns: <ul style="list-style-type: none"> – Requisition ID – Position # – State Job Code – Job Code – Requisition Title – CSW Status Name (Not Selected, Applicant Withdrew, Hired – External, etc.) – Total applicants (Completed Submissions) per CSW Status Name – Total applicants (Completed Submissions) per Req ID <p>Details Attached.</p>	Build a new report in CAPPs Recruit OBI that provides submissions completed by CSW status, requisition ID and job code for a date range.	Build and publish a new report (tentatively named Submissions Completed Metrics) meeting the requirements in CAPPs Recruit OBI.	Assigned	TBD

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12	24276	15.43	DPS	HR/Payroll	Yes	Performance Management	Medium	Medium	Checkpoint Status Report.	Request to develop a Performance Management query that provides checkpoint statuses if the checkpoints were configured within the agency template.	Checkpoints are a configurable feature within a Performance Management document to guide Managers to have discussions with their direct reports. Checkpoints are guidelines to when they have these discussions and make needed adjustments to the document as they are needed throughout the review period. This query adds analytical data for Agency Administrators that have Checkpoints configured in their templates. Administrators may use this to analyze the number of Checkpoints to adjust future templates by adding/reducing Checkpoints or Content Items. Currently, Agency Administrators need to review each document individually. Managers can update Checkpoints with possible changes to content items that may have due dates, percentage completed or completely change the directions needed for time remaining in the review period.	This query reports statuses in the "Checkpoints" field triggered to help analyze usage of this configurable feature. A manager can choose to update or skip this feature to help them guide their direct reports to achieve goals defined in the Define Criteria step. This query gains efficiencies for agencies administrators that have checkpoints configured in their agency's Performance Management templates by reviewing more than 1 document's Checkpoint data at a time.	Assigned	
13	30537	14.86	DPS	Talent Management	Yes	Reports, Recruiting	Low	Medium	Update Summary of Openings and Submissions Hired.	The agency wants an enhancement to the OBI report TX – Recruiting – Summary of Openings and Submissions Hired by adding a column for State Job Code.	For the TX – Recruiting – Summary of Openings and Submissions Hired report, add a column for State Job Code.	The CAPPS Recruit deployment team will modify existing CAPPS Recruit Oracle Business Intelligence (OBI) reports.	Assigned	TBD
14	4451	13.86	DPS	CAPPS HR/Payroll	Yes	HR Human Resources	Medium	Low	Display Zero – CAPPS Employee Profile – Languages.	The agency wants to see/display an actual zero when an Employee's Language Proficiency Score = 0 on the CAPPS Employee Profile Page.	By default, zeros are shown as a blank on CAPPS pages. Agency wants to see the actual zero, when this value is entered for a person's Language Proficiency Score.	Modify CAPPS to show a zero, when Score = 0, rather than blank.	Build Unit/Test	Agency UAT 8/29 – 9/9 PRD 9/15/22

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15	28603	12.71	TCEQ (582)	Talent Management	Yes	Reports, Recruiting	Low	Medium	Add Views to Requisition Details Report.	<p>Add several new views to the <i>Requisition Details</i> report that shows the posting metrics as outlined below.</p> <p>Possible Filtering Parameters:</p> <ul style="list-style-type: none"> • Start Date • End Date <p>The report needs to display Total Requisitions posted for:</p> <ul style="list-style-type: none"> • Timeframe (or similar) • Per Dept ID • Per Dept ID & Requisition Title • Posted per Dept ID & State Job Code • Posted per Dept ID & Job Code • Posted per Requisition Title • Posted per State Job Code • Posted per Job Code • Report Display – Detail <p>Add a view that displays a smaller view of the data set to display Total Submissions Completed (Applicants) by key data elements outlined below (using the Submissions Completed measure).</p> <p>Possible Filtering Parameters:</p> <ul style="list-style-type: none"> • Start Date • End Date • State Job Code • Job Code <p>Suggested Display Columns:</p> <ul style="list-style-type: none"> • Requisition ID • Position Number • State Job Code • Job Code • Requisition Title • Total Applicants (Completed Submissions) <p>Also, add date filters as prompts (such as Requisition Created Date).</p>	Update the Requisition Details report in CAPPs Recruit OBI to add additional views to the report. The additional views should provide details on posting metrics and additional submission metrics.	Update the Requisition Details reports to meet the requirements in CAPPs Recruit OBI.	Assigned	TBD
16	8506	5.17	DPS	HR/Payroll	Yes	Reports	Low	Medium	New dual employment query.	Agency wants the ability to run a query that shows all employees who are dually employed (at another agency).	The State Employees Employed by More Than One State Agency does not show SAD1 employees. Agency wants a simple query that shows all dually employed employees.	Since Query Manager won't allow agencies to view other agency information, we should create a view that can (in turn) be used as a query.	In Work	Agency UAT 9/27–10/23 PRD 10/13/22

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17	28637	4.43	TCEQ (582)	Talent Management	Yes	Reports, Recruiting	Medium	Medium	Recruit – Staffing Workload Report.	<p>Update the Recruiting – Staffing Workload report:</p> <ul style="list-style-type: none"> Remove the Total Submissions Completed measure to the left of the pivot as it is misleading. Remove (or moving) the row label for the #Submissions Completed in the pivot heading. Add the Recruiter Name to the report. <p>Note: The grand total by CSW Statuses is present and that piece does not need to change.</p>	<p>Update the Staffing Workload report in CAPPs Recruit OBI to remove the total submissions completed.</p> <p>Update the # Submissions Completed in the pivot heading.</p> <p>Add the recruiter.</p>	<p>Update the Staffing Workload report to meet the requirements in CAPPs Recruit OBI.</p>	Assigned	TBD
18	7045	3.56	DPS	HR/Payroll	Yes	Human Resources	Medium	Low	Add a Rating of "Waive" for Firearms Qualifications.	<p>On the Certified Peace Officer tab of the CAPPs Employee Profile page, add a new rating scale value of "waive" to the firearms qualifications section. This is necessary in the instance where commissioned personnel are injured and granted a waiver for firearms qualifications.</p>	<p>Add a new translate value of "waived" to the rating scale for the firearms qualifications section.</p>	<p>The CAPPs HR team will update the Employee Profile page to allow an additional option of "waived" to be chosen for the rating scale as it relates to firearms qualifications.</p>	Build/Unit Test	Agency UAT 8/29 – 9/9 PRD 9/15/22
19	6932	2	DPS	HR/Payroll	Yes	HR/Payroll	Low	Low	Change Firearms section sort order.	<p>Agency wants to change the Firearms section sort order on the Certified Peace Officer tab of the CAPPs Employee Profile component to be first sort in this order:</p> <ol style="list-style-type: none"> The Qualified Date (newest to oldest). The Firearm Type (smallest number to largest number). 	<p>Modify the sort order of how information is displayed in the Firearms section on the Certified Peace Officer tab of the CAPPs Employee Profile component.</p>	<p>Currently, the Firearms section on the Certified Peace Officer tab of the CAPPs Employee Profile component sorts by:</p> <ol style="list-style-type: none"> Firearm type (smallest to largest) Qualified date (oldest to newest). <p>Reverse the current sort order to, instead, sort by:</p> <ol style="list-style-type: none"> Qualified date (newest to oldest) Firearm type (smallest to largest) <p>This revised sort-by order allows the most recent qualifications (regardless of the firearm type) to be listed at the top.</p>	Assigned	TBD